

Online Registration Tutorial

130 Timpson St. | [Click here for map](#) [1]

[Parks and Recreation \(Activities/Registration/Parks/Centers\)](#) [2]

Welcome to the WebTrac Instructions Page!

WebTrac is the system that enables you to register online for programs and activities offered by the City of Longview Parks and Recreation Department and Partners in Prevention.

WebTrac Registration Instructions:

1. At the Welcome page, click "Continue".
2. Enter your User Name (your household ID number)* and your password (household ID number) and click "Sign In."
3. You will be asked to update household information and enter a new ID and password.
4. To register for any activity and you know the activity number, select the "Registration" option on the menu bar and then select "Activity Enrollment."
5. Enter the 6-digit Activity Number and the 1 or 2-digit section number of the desired activity/program.
6. Select the family member that you wish to enroll from the "Family Member to Enroll" pull-down box.
7. Please tell us how you found out about the class for which you are enrolling by selecting from the "How did you find out about this class?" box.
8. Click on the "Add to Cart" icon.
9. Read the disclaimer and chose "Yes, I Agree."
10. Now the system will display a decision box. Click on "OK" to register for another activity (Go back to step #4), or click on "Cancel" to proceed to checkout and step #11.
11. First, the system will allow you to review all of your registration selections. If you are satisfied with your selections, then click on "Proceed to Checkout."
12. Enter your 16-digit card number with no spaces or dashes, and then enter your 4-digit expiration date (e.g., 0509 for May, 2009).
13. Review your billing information and click on the "GO" button to begin the payment authorization process.
14. Next review the on-screen warning, click the "Continue" button, you MUST WAIT until your receipt appears before trying to navigate in your browser.

15. Click the "OK" button to view a copy of your receipt.
16. Your receipt should appear in your browser and you can print (printer icon) and/or save (disk icon) your receipt for your records.
17. Once you have closed your receipt, your transaction is complete and you can select from 3 options: "Back to our home page," "More Shopping," or "Finished."

If you experience any difficulties, please call 903-237-1270.

For information about activities and events offered by Parks and Recreation, call 903-237-1270.

For information about activities and events offered by Partners in Prevention, call 903-237-1019.

For more information call: 903-237-1270 | [Contact Us](#) [3]

Source URL: <http://parks.longviewtexas.gov/online-registration-tutorial-0>

Links:

[1]

http://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=130+Timpson+St.+longview,+tx&sll=32.494574,-94.739266&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=130+E+Timpson+St,+Longview,+Gregg,+Texas+75602&ll=32.488045,-94.735816&spn=0.008398,0.01929&z=16

[2] <http://parks.longviewtexas.gov/service/parks-and-recreation-activitiesregistrationparkscenters>

[3] <http://parks.longviewtexas.gov/services-contact#pard@longviewtexas.gov>